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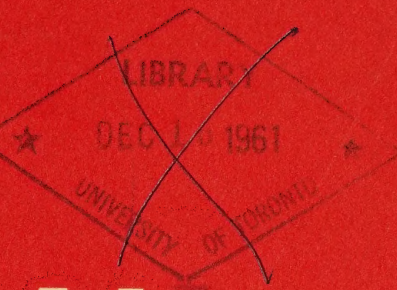


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# ANNUAL REPORT

*of the*

Department of  
Public Printing  
and Stationery

*for the fiscal year ended March 31*

## 1960







(Annual) Report

(of the)

Government  
Publications

*Canada.* Department of  
Public Printing  
and Stationery

1959/60  
(for the fiscal year

ending March 31, 1960)

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Roger Duhamel, F.R.S.C.  
Queen's Printer and Controller of Stationery  
Ottawa, 1960



Annual Report



Government  
Publications

ending March 31, 1960

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Price 25 cents      Cat. No. SPI-1960  
Available from the Queen's Printer  
Ottawa, Canada

To His Excellency

Major General Georges P. Vanier, D.S.O., M.C., C.D.,  
Governor General and Commander-in-Chief of Canada.

May it please your Excellency:

I have the honour to submit to your Excellency the report  
of the Department of Public Printing and Stationery for the  
fiscal year ended March 31, 1960.

Respectfully submitted,

NOËL DORION,

*Secretary of State of Canada and  
Minister in charge of the Department of  
Public Printing and Stationery.*

OTTAWA, November 1960

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*The Honourable Noël Dorion, P.C., M.P., LL.D.,  
Secretary of State of Canada and Minister in charge of the  
Department of Public Printing and Stationery.*

SIR:

I have the honour to submit the annual report of the Department of Public Printing and Stationery for the fiscal year 1959-60, in accordance with Section 36 of the Public Printing and Stationery Act, Chapter 226, R.S. 1952.

As I assumed office in August of this year, the information contained in this report is derived from the records of operations submitted to the Assistant Queen's Printer in his acting capacity, during the fiscal year covered by this report.

All of which is respectfully submitted,

ROGER DUHAMEL,  
*Queen's Printer.*





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# Annual Report of the Department of Public Printing and Stationery

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## Introduction

The first part of this report consists of a concise description of the salient features and principal activities of the Department during the year under review.

Statistical information required to be included in the Annual Report of the Department, in compliance with the Public Printing and Stationery Act, will be found in the second part. Supplementary data are also included to give the reader a more comprehensive picture of the Department's operations.

The Tables in this part are grouped under the general descriptive headings—Printing, Stationery, Publications, Financial Statements and are numbered consecutively for convenient reference.

## Printing Production

In terms of printing volume, the second and third Sessions of the 24th Parliament proved to be among the largest Sessions on record. The increase in Hansard and other parliamentary printing work is of course reflected throughout the plant and in linotype production in particular, which explains the net increase in the volume of work in this area from 281,410,302 to 290,694,084 ems. The total number of ems set shown in Table I as 439,153,947 is explained by the fact that the production figures of Patent Printing and Dominion Bureau of Statistics plants are included for the first time with the main plant figures. This is also responsible for the apparent increase in the number of letterpress impressions and the number of impressions shown for the 17" x 22", 18" x 24" and 22" x 34" offset press group.

## Patent Printing

An important change has taken place in the production of patents which, in the years previous, had been printed from 10" x 15" paper offset plates produced on manually-operated equipment. During the year, newer

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See Table I, p. 19.

equipment was added with the result that the paper plates are now produced from a web at the rate of 1,200 feet per hour. The change has resulted in an appreciable reduction in the cost of patents.

## Plant Studies

In connection with the work measurement programme initiated in the main plant last year, a series of lectures was arranged to provide the participants, who were both management and supervisory personnel, with a background of the techniques to be used. The periods of instruction amounted to sixteen hours and covered theory and some practical classroom applications.

Having thus prepared the way, actual work studies leading to production standards were commenced in October 1959. By April of this year, production standards were effected covering all camera procedures and offset presses in the 17" x 22" to 35" x 45" sizes.

The results of these standards are expected to be threefold: First, operating efficiency should show an improvement with unit costs being reduced. Second, as a basis for estimating they will provide a more valid unit of measurement. Third, work standards will provide the means for better scheduling of work.

The work measurement technique was also applied during the year to the assessment and evaluation of new processes and equipment.

## Printing Units

Comparative platemaking and press statistics given in Part II provide production data for each unit operated under the jurisdiction of this Department in the Ottawa area as well as other centres across Canada. As a result of a Civil Service Commission report, the Treasury Board has directed the transfer of the printing function of several government departments to the jurisdiction of the Queen's Printer. A special committee was formed and, during the period August to March, fifteen committee meetings were held and arrangements were made in co-operation with government departments to implement the Treasury Board instruction. Printing Units were established in the Citizenship and Immigration Building and the Garland Building to service government departments in these areas.

The net addition recorded in the sales or monetary value of work produced by the units is due, in part, to the net addition of the two units taken over by this Department during the year.

The gradual transfer of departmental printing functions will result, in due course, in this Department taking over the operations of printing pools heretofore under the jurisdiction of the Civil Service Commission, the Departments of National Health and Welfare, Veterans Affairs, Trade and



Commerce, Fisheries, Transport, Labour and Public Works. This re-allocation of work within the Public Service will involve the transfer of some sixty-nine (69) employees who will be added to the staff strength of this Department with corresponding reductions of staff in the departments affected by this action.

## Engineering and Maintenance

Plant engineering made further advances during the year in its improvement programme, serving the various printing plants of the Department, in the design, purchase specifications, rental, installation, maintenance, alterations, disposal, manufacture and rebuilding of equipment.

The results of this programme are gratifying in that the costs of these functions have again been reduced: 7.8% for each \$100.00 of printing production and 12.5% for each 1,000 impressions produced.

Maintenance personnel rebuilt twenty-nine small offset presses, one folding machine, six electric trucks and one hundred and thirty-nine electric motors, thus maintaining production requirements and, at the same time, keeping capital equipment expenditures to a minimum.

The development of the planning and scheduling programme for machinery maintenance continued to progress with the improvements to the equipment inventory, technical library and the analysis of historical work orders. The resulting formalized documentation brings management closer to a position whereby machinery maintenance may be scientifically forecast.

## Commercial Printing

Progress was made during the year in revising work procedures designed to simplify the procurement of job printing through commercial channels. With the introduction of more detailed specifications prepared by planning officers in Production Branch, it has been possible to accelerate the tendering procedure for printing work. Complete specifications now accompany all invitations to tender as well as the purchase orders, upon issue to the successful tenderer, a procedure which has been favourably received in the industry.

Special attention was also given during the year to the procurement of engravings, plate printing, mat service, book binding and typesetting, resulting in improved service.

The value of commercial printing contracts awarded during the year was \$5,709,931 as compared to \$5,531,906 for the previous year, a net increase of \$178,025.

## Stationery Procurement

It may be of interest to note that although there was a slight decrease in the number of requisitions for stationery items received from departments,

the total sales value of issues from stationery stores increased by \$31,645.10. This situation is attributed to a change in procedure by some departments requesting their supplies shipped to district offices for redistribution locally rather than having smaller shipments directed to local offices.

A revised stationery catalogue was issued during the year. This new edition includes standard prices information, applicable standards and specifications adopted by the Canadian Government Specifications Board, along with standard packaging information to aid departments in preparing requisitions.

### Stationery Stores

Throughout the fiscal year, the number of stores inventories remained constant at forty-five (45), although this number will shortly be increased to fifty (50) by the formation of five (5) new sub-stores required to service new outside printing units transferred under the jurisdiction of this Department.

The establishment of a controlled skid bank within the Stores organization has completely eliminated the necessity of manufacturing new skids and is reducing skid repair costs to a minimum.

The total value of all stores at year end amounted to \$2,172,650 and the value of store issue transactions for the year was \$7,343,944.

### General Purchases

During the fiscal year ended March 31, 1960, the Purchasing Branch placed over 35,000 purchase orders involving a total expenditure of \$18,407,760. Included in this amount are all purchases for envelopes, office equipment, paper, plant, equipment, plant supplies, printing and stationery required for this and other departments.

### Office Machines

Comparative data on the value of office machines repairs for Parliament and government departments are given in Table 6. Experience during the year indicated that the cost of maintaining expensive bookkeeping and accounting machines, as and when required, could be done at less cost than standard maintenance contracts, but the meagre savings thus effected were not considered sufficient to offset overhead charges and costly delays in servicing departmental needs. It is therefore proposed that these machines be placed under maintenance contracts commencing this fiscal year 1960-61. A total of 399 pieces of equipment to the value of \$79,385 were supplied



without charge to government departments from stock turned over to the Department for re-allocation in accordance with standing Treasury Board instructions.

### Technical Research Committee

The Technical Research Committee comprised of technicians of the Department, investigated over 300 requests for office machines and equipment required in regional and local offices of departments for duplicating and copy preparation. During the year, the Committee approved 293 machines comprising 28 different types.

### Canadian Government Publications

Total sales of Canadian Government publications and advertising in the *Canada Gazette* for 1959-60 amounted to \$1,138,179 deposited in the Consolidated Revenue Fund, an increase of \$43,161.49 over 1958-59. Of this amount, the sales of publications to the general public amounted to \$888,143 in comparison with \$864,275 in 1958-59, an increase of \$23,868.

Approximately 60,000 letters enquiring about the availability, price, etc., and requesting miscellaneous particulars concerning Canadian Government and UNESCO publications and involving research work, were answered by form letter or appropriate notation on the customers' letters.

It is interesting to note that there has been a marked increase in requests from foreign countries for information about Canadian Government publications. Almost 4,000 such letters were answered during the 1959-60 fiscal year.

### Queen's Printer's Bookshop

The Queen's Printer's Bookshop, at the corner of Mackenzie Avenue and Rideau Street, in the heart of the National Capital, is the first retail store opened by the Queen's Printer for the sales of Canadian Government publications as well as for those special books sold exclusively in Canada by the Queen's Printer as the Canadian agent for certain international organizations of which Canada is a member nation.

The Ottawa Bookshop holdings are not maintained primarily for producing sales revenue but rather they are collectively a service stock made available as a service to clients who might purchase as the result of reference or research assistance offered or through personal perusal.

### International Organizations' Publications

During the past year, the Department has been appointed the exclusive agent in Canada for the sales of publications issued by the following international organizations: United Nations, agreement effective as of September 1, 1959, and the Food and Agriculture Organization of the United Nations,

agreement effective as of January 1, 1960. The Department continued to handle UNESCO publications and the first complete year has shown gratifying results: \$18,950 worth of publications and subscriptions were sold.

International organizations' publications are listed in the "Monthly Catalogue" and special mailing lists have been established in order to inform potential buyers about new titles of interest. It is expected that further agreements will shortly be signed with the World Health Organization, the Organization of European Economic Co-operation, and with others.

The Department thus will shortly be the central agency from where the Canadian public may obtain all its requirements for publications of organizations which are worldwide or regional in scope and of which Canada is a member nation.

### Authorized Free Distribution of the Annual Statutes of Canada

At the end of the year, 2,489 copies of the English edition of the *Statutes of Canada* for 1959, and 809 copies of the French edition were distributed free of charge to authorized persons and institutions, as provided in T.B. directive 478983. In addition, 1,380 English and 491 French subscriptions to the *Canada Gazette* Part II were being sent free of charge to those officials listed in Table 9, who are entitled to and have requested such complimentary service.

### Mailing Service

The steady increase in the Department's distribution activities had a notable effect on the mounting volume of mail despatched during the year.

Additionally and on behalf of other government departments, by means of pre-addressed tapes, the Department processed 2,793,568 copies of bulk-mailed periodicals shipped post-free. Since the use of franked address "boxes" pre-printed on the back cover of periodicals, there are no longer any mailing costs for this method of distribution and the Department, in turn, makes no charge for this service to customer departments. In the discharge of this function, it is interesting to note that the Department has materially assisted the Post Office Department because in the despatch of all outgoing mail, it takes care of primary sorting thus freeing the Post Office from this task and filled bags are loaded directly on to the mail trains.

### Financial Operations

The financial statements which will be found in Part II of this report have been compiled by the general ledger accountant. During the year, similar statements were prepared on a monthly basis, as an aid to the management of the Department. Despite increases in the number of deposit accounts

and unit printing sales, complete accounting service was provided without increase in staff through better coordination.

In cost accounting, emphasis was placed during the year to establishing systematic cost control of stores and work in process with a view to keeping variances to the lowest possible level. In addition, standard prices were established for all store items to avoid discrepancies in the book value of merchandise in stores. The cost research group formed during the year was called upon to investigate the financial implications of several projects and its motivated recommendations resulted in savings to the Department. The technical adviser to financial services Superintendent has greatly assisted in these tasks and has been assigned to the certification of prices for work awarded to commercial contractors.

## Financial Statements

Sales of printing and stationery to Parliament and government departments have increased by \$895,996 as compared with the previous year. This amount includes additional sales of \$331,845 recorded by the field units of the Department for work previously done in their duplicating pools and which have since been transferred to the jurisdiction of this Department, as mentioned elsewhere in this report. This sum also includes sales of a miscellaneous nature, such as printing supplies and paper issued to departments. The value of printing work produced in the main plant and the printing unit at D.B.S. is up by slightly over \$300,000 for the year. After due allowance for the increase in rates resulting from wage increases granted during the year and additional cost of raw materials, the greater portion of the net increase reflects larger volume required for parliamentary work and patent printing. Stationery sales, on the other hand, have increased very slightly as compared with 1959 and there were no significant changes in the price structure.

The excess of revenue over expenditure at year's end amounted to \$180,187, which is 1.4% of sales excluding the value of work awarded under contract. While this variance is somewhat higher than that of last year, it remains a very small percentage of recoveries over disbursements and no change in the present scale of rates to government departments appears warranted.

## Staff Strength

The departmental staff establishment totalled 1,892 positions, an increase of nine over the past year. These positions were allocated as follows:—Administration and Finance—171 positions; Purchasing, Procurement and Stores—199 positions; Publications—91 positions; Printing Production Main Plant—1,013 positions; Outside Printing Production—360 positions; and



Engineering—58 positions. Of these positions, 1,744 were filled as of March 31, 1960. The staff changes during the year included 196 separations and 205 new appointments. Fifty-one (51) promotional competitions were conducted by the Personnel Division acting on behalf of the Civil Service Commission.

### Staff Training

Under the apprenticeship programme, fifty-three (53) apprentices in Composition, Letterpress, Offset and Bindery trades received training and seventeen (17) trainees were promoted to journeyman status following examinations held under the auspices of Training Division. The Boards for these examinations are composed of Management and trade group representatives and were chaired by the departmental Training Officer. In addition, the following courses were also given: two courses on Work Measurement Appreciation with an attendance of 62 supervisors and trade representatives; a night course on Composing Machines with an attendance of 27 trainees; a course for Pressmen with an attendance of 15 Apprentice-Pressmen; an orientation course on the operation of the Audio Room and a visit to both the Audio Room and the Mechanical Accounting Division given to 622 employees.

### Technical Library

During the year, the Training Division also assumed responsibility for the collection of technical books to be used in the Department. With the assistance of the departmental librarians, a system of classification was evolved and a catalogue of the library collection was issued which resulted in greater use of library resources and facilities.

### Industrial Health

The nursing counsellors participated actively in the Department's employees health programme both through membership in the Housekeeping Committee and also by conducting sanitation inspections in the cafeteria and other areas of the plant. Through this section as well, arrangements were made for two successful blood donor clinics which were held by the Red Cross Society in August 1959 and February 1960. Arrangements were also made through the provincial Department of Health for a mass X-ray survey in October 1959.

### Wages and Hours of Work

One of the most significant changes in the working conditions of plant employees was the introduction of a 37½ hour work week affecting the Composition, Letterpress and Bindery trades.

As of March 1st, 1960, all printing trades employees in the Ottawa-Hull area were working a standard thirty-seven and a half hour week. As of that date, the work week of composition trades employees was reduced from thirty-eight and three quarter hours to thirty-seven and a half hours. The same change in working hours had taken place early in 1960 for the letterpress and bindery trades.

These changes in working hours for these trades were accompanied by wage increases which had the effect of maintaining much the same take-home pay for the employees affected as that formerly received for the thirty-eight and three quarter hour work week. Lithographic trades employees who have been working a thirty-seven and a half hour week for the past few years, also benefited from wage increases during the year. These trades received a nine cent hourly wage increase effective January 1st.

The above changes in wage rates and working hours were based on similar benefits provided printing trades employees by commercial printing firms in the City of Montreal.

Wage increases also became effective during the year for those printing trades classes employed in printing units located at various centres outside the Ottawa-Hull area. These wage adjustments took place in accordance with changes in the level of wage rates prevailing in the area of employment for comparable work.

## Traffic

Activities in the Shipping Section in 1959-60 again show a substantial increase over the previous year. Shipments outside of Ottawa by various modes of transportation totalled 6,271,000 lbs. as compared to 6,011,000 lbs., while local deliveries increased from 755,000 pieces in 1958-59 to 797,000 pieces in 1959-60, with an increase in weight of approximately 800,000 lbs. During the same period, the average number of pieces per day delivered locally increased from 3,010 to 3,128.

## Suggestion Award Plan

This was the Department's first full year of operation under the Suggestion Award Plan of the Public Service of Canada. During the period, over 90 suggestions were received from employees and an almost equal number was received from other departments for our assessment. A statistical summary of results in all participating departments showed that we placed second among those of comparable size. Approximately 12 per cent of the suggestions received were approved and implemented, resulting in an estimated savings to the Department of over \$1,300. Some of the suggestions were either under investigation or pending implementation at year end, therefore the total savings is expected to be higher. The awards presented to

successful suggestors were of both types—cash and awards in kind. The presentations were held in the work area and this practice appears to have stimulated further interest in the Plan.

We are confident that our Suggestion Award Plan is growing and the quality of suggestions is improving. With further publicity and the continued support of top management and supervisors, we expect the Plan will be even more successful in the year to come.

## Fire Prevention

The outstanding work of the fire prevention group, who are volunteers from all branches of the Department enrolled in the Civil Defence Organization, gained international recognition this year for its effort in fire prevention. In the 1959 International Fire Prevention Contest, the Department won the C.A. Thomson Challenge Shield, emblematic of the best work in this field in the Canadian Government division, and ranked second for Government buildings and operations throughout North America.

## Special Honours and Activities

On March 24th, the Acting Minister in charge of the Department, the Hon. Léon Balcer, presided at a ceremony in honour of nearly 100 employees who had completed 25 years of service in the government and the Department of Public Printing and Stationery. In his remarks, the Minister expressed his appreciation to these employees for their many years of meritorious service and presented each one with a commemorative insignia.

The members of the Civil Defence group were also honoured on this occasion for their achievements during the past year as were the Department's hockey and bowling teams, civil service champions in their respective leagues.



TABLE I

Printing Production (Main Plant)  
Includes Patent Printing & D.B.S.

## COMPARATIVE STATEMENT OF VOLUME OF WORK PROCESSED

<i>Description</i>	<i>1958-59</i>	<i>1959-60</i>
<b>PLANNING</b>		
Requisitions received for inside processing .....	13,698	13,599
Requisitions received for outside processing .....	3,653	3,946
<b>Total</b> .....	<b>17,351</b>	<b>17,545</b>
<b>COMPOSITION</b>		
Linotype ems set .....	281,410,302	439,153,947*
Monotype ems set .....	121,003,214	120,603,543
Monotype sorts cast .....	479,104 lbs.	446,132 lbs.
<b>LETTERPRESS (Impressions)</b>		
Large cylinder presses .....	38,647,182	35,193,466
Pony cylinder presses .....	13,116,860	12,366,720
Vertical presses .....	21,286,545	22,343,142†
Rotary presses (envelopes) .....	1,281,800	.....
Platen presses .....	5,062,893	5,665,145
Heidelberg presses .....	6,401,524	6,611,000
Rotary Miller-Laufer .....	29,848,316	18,116,000
<b>Total</b> .....	<b>115,645,120</b>	<b>100,295,473</b>
<b>LETTERPRESS (Embossing)</b>		
Letterheads, envelopes, cards .....	3,656,155	4,393,648
<b>Grand Total</b> .....	<b>119,301,275</b>	<b>104,689,121</b>
<b>OFFSET</b>		
Plates made .....	16,296	30,234†
Number of camera shots made .....	29,435	52,154
<b>OFFSET (Impressions)</b>		
17" x 22" presses .....	16,276,711	17,501,541†
18" x 24" presses .....	1,544,783	3,810,976†
21" x 28" presses .....	11,089,325	9,348,824
22" x 34" presses .....	25,688,790	29,970,572†
35" x 45" presses .....	19,090,066	17,354,649
<b>Total</b> .....	<b>73,689,675</b>	<b>77,986,562</b>

\* Includes 148,459,863 ems set in the Patent Printing Plant leaving 290,694,084 ems for the Main Plant.

† Includes the production of the D.B.S. Plant.

TABLE 2

## Printing Production (Field Units)

## COMPARATIVE STATEMENT OF VOLUME OF WORK PROCESSED

<i>Unit</i>	<i>Plates made or received</i>		<i>Total impressions</i>	
	<i>1958-59</i>	<i>1959-60</i>	<i>1958-59</i>	<i>1959-60</i>
<b>OTTAWA AREA</b>				
St. Patrick St. ....	153,658	224,805	57,175,617	59,063,541
Eastview .....	31,837	44,795	27,418,381	29,845,176
Preston Street .....	33,168	40,390	58,801,719	64,191,289
Cartier Square .....	277,902	261,949	53,355,349	48,411,964
Mackenzie Ave. ....	25,518	18,635	36,294,328	42,968,151
Rockcliffe .....	99,421	128,265	24,267,024	32,335,917
Public Works .....	—	22,022	—	4,736,561
Citizenship Bldg. ....	—	7,311	—	3,273,051
Albert Street .....	13,039	25,315	7,980,954	10,366,126
Jackson Building .....	—	4,062	—	2,308,523
<b>OUTSIDE OF OTTAWA</b>				
London .....	53,275	44,070	12,454,671	10,556,989
Toronto .....	36,262	34,278	21,319,835	22,906,421
Clinton .....	27,542	26,250	4,579,259	4,085,565
Camp Borden .....	109,446	105,589	14,472,889	13,881,369
Trenton .....	52,295	45,242	13,335,233	10,605,597
Cobourg .....	15,282	14,335	6,715,148	5,276,205
Kingston .....	63,202	66,953	8,304,470	9,059,488
Winnipeg .....	33,058	50,447	11,820,963	17,337,609
Edmonton .....	36,563	33,619	11,775,616	14,827,701
Vancouver .....	29,376	31,984	12,360,960	13,344,636
Esquimalt .....	45,157	48,207	8,695,511	10,041,140
Montreal .....	38,040	35,834	18,619,579	21,114,155
25 C.O.D. ....	10,805	27,431	3,223,982	8,014,981
Quebec .....	13,125	33,944	2,348,793	8,514,127
Halifax .....	83,287	90,376	22,255,792	26,900,949
Grand Total .....	1,281,258	1,466,108	437,576,073	493,967,231

TABLE 3  
Comparative Printing Sales

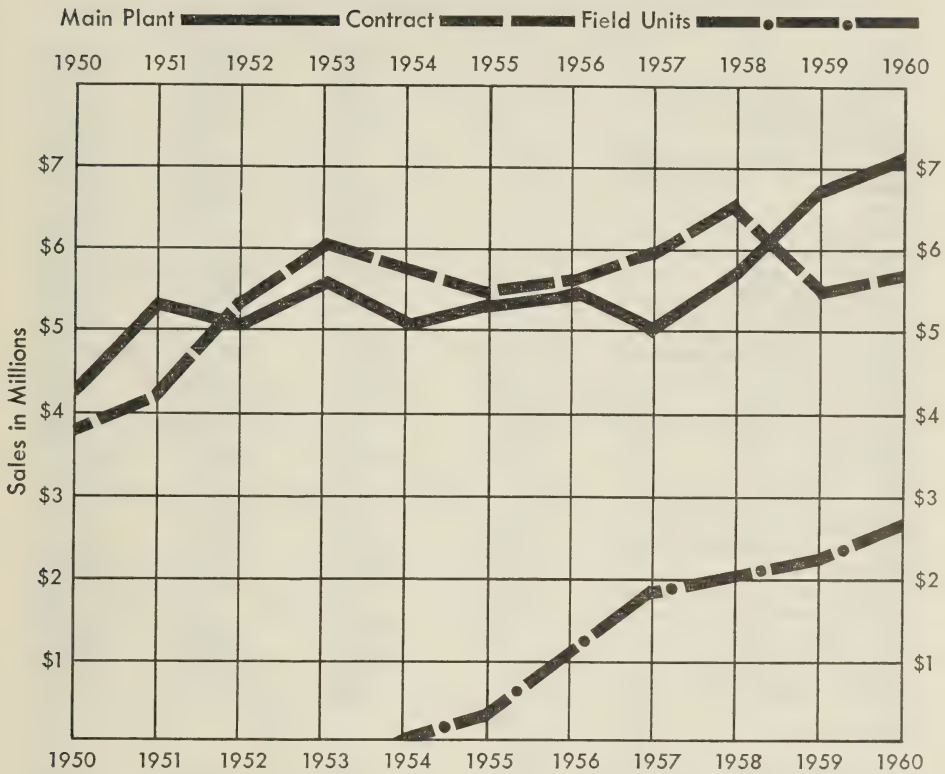


TABLE 4  
Amounts Charged Against Parliament and the Departments  
for Printing, Lithographing, Binding, etc., for  
for the Fiscal Year Ended March 31, 1960

Department	Inside Printing	Outside Printing	Total
Agriculture .....	\$ 323,693	\$ 394,916	\$ 718,609
Archives—Public .....	14,104	6,606	20,710
Auditor General's Office .....	2,299	11	2,310
Chief Electoral Officer .....	10,619	12,859	23,478
Citizenship and Immigration .....	125,239	106,196	231,435
Civil Service Commission .....	59,278	18,468	77,746
Defence Production .....	16,035	10,322	26,357
Exchequer Court .....	1,244	708	1,952
External Affairs .....	91,664	158,588	250,252



TABLE 4—Concluded

<i>Department</i>	<i>Inside Printing</i>	<i>Outside Printing</i>	<i>Total</i>
Finance .....	\$ 167,406	\$ 468,274	\$ 635,680
Fisheries .....	48,479	67,953	116,432
Governor General's Office .....	4,053	1,097	5,150
House of Commons .....	696,563	34,620	731,183
Insurance .....	98,932	169	99,101
International Joint Commission .....	60	2,105	2,165
Justice .....	18,112	1,078	19,190
Labour .....	394,730	612,380	1,007,110
Library of Parliament .....	6,523	80	6,603
Mines & Technical Surveys .....	185,522	93,635	279,157
National Defence .....	2,463,270	1,184,298	3,647,568
National Film Board .....	21,009	39,775	60,784
National Gallery of Canada .....	7,465	39,277	46,742
National Harbours Board .....	7,554	614	8,168
National Health and Welfare .....	171,279	166,254	337,533
National Research Council .....	105,322	13,558	118,880
National Revenue .....	346,169	649,352	995,521
Northern Affairs and National Resources .....	200,605	396,294	596,899
Penitentiaries .....	9,341	4,607	13,948
Post Office .....	696,028	329,051	1,025,079
Privy Council .....	22,535	2,088	24,623
Public Printing and Stationery .....	1,142,220	176,917	1,319,137
Public Works .....	80,146	23,777	103,923
Royal Canadian Mounted Police .....	54,475	87,509	141,984
Secretary of State .....	1,090,110	3,567	1,093,677
Senate of Canada .....	189,666	37,114	226,780
Supreme Court .....	938	160	1,098
Trade and Commerce .....	563,938	130,946	694,884
Transport .....	197,594	179,841	377,435
Transport Commissioners .....	17,469	9,766	27,235
Veterans Affairs .....	89,226	90,238	179,464
Miscellaneous:			
Atomic Energy Control Board .....	494	—	494
Atomic Energy of Canada Ltd. ....	3,272	1,040	4,312
Bank of Canada .....	1,423	106,650	108,073
Board of Broadcasting Governors .....	4,331	289	4,620
Canadian Commercial Corporation .....	27	—	27
Canadian Council National Commission .....	400	—	400
Canadian Maritime Commission .....	1,107	119	1,226
Central Mortgage and Housing .....	449	—	449
Crown Assets Disposal Corporation .....	10	—	10
Defence Construction 1951 Ltd. ....	122	—	122
Eldorado Mining Refining Ltd. ....	2,629	94	2,723
National Capital Commission .....	1,518	—	1,518
National Energy Board .....	2,824	435	3,259
National Parole Board .....	1,555	658	2,213
Northern Canada Power Commission .....	178	—	178
Royal Commission on Coal .....	349	—	349
Royal Commission on Energy .....	5,751	616	6,367
Royal Commission on Great Slave Lake .....	5	5	10
Royal Commission on Price Spread of Food Products .....	9,971	2,860	12,831
Royal Commission on Transportation .....	339	—	339
St. Lawrence Seaway Authority .....	33,916	42,097	76,013
	<u>\$9,811,584</u>	<u>\$5,709,931</u>	<u>\$15,521,515</u>

TABLE 5

**Amounts Charged Against Parliament and the Departments for Stationery  
for the Last Four Fiscal Years**

<i>Department</i>	<i>1956-57</i>	<i>1957-58</i>	<i>1958-59</i>	<i>1959-60</i>
	\$	\$	\$	\$
Agriculture .....	114,032	116,289	126,821	134,990
Archives—Public .....	2,594	3,277	3,714	3,183
Auditor General's Office .....	742	936	865	784
Canadian Broadcasting Corporation .....	—	49	—	16
Chief Electoral Officer .....	772	2,399	264	1,137
Citizenship and Immigration .....	198,840	192,260	203,751	176,883
Civil Service Commission .....	18,310	15,243	22,605	22,665
Defence Production .....	31,541	39,398	38,105	36,838
Exchequer Court .....	234	362	348	317
External Affairs .....	39,402	39,495	53,793	43,717
Finance .....	57,451	57,862	50,721	53,758
Fisheries .....	22,881	24,898	26,100	26,118
Governor General's Office .....	503	381	462	728
House of Commons .....	12,298	21,467	14,644	14,726
Insurance .....	879	960	789	966
International Joint Commission .....	339	425	404	330
Justice .....	5,618	6,274	7,211	9,131
Labour .....	68,276	79,576	115,295	77,432
Library of Parliament .....	541	567	522	647
Mines and Technical Surveys .....	28,489	28,840	29,647	36,120
National Defence .....	906,664	1,132,628	986,359	1,059,801
National Film Board .....	14,153	15,702	18,387	18,317
National Gallery of Canada .....	51	—	85	291
National Harbours Board .....	449	762	217	1,173
National Health and Welfare .....	54,630	62,023	59,378	45,025
National Research Council .....	1,587	1,777	1,763	4,205
National Revenue .....	145,736	169,656	154,394	150,137
Northern Affairs & National Resources ....	62,752	64,375	70,418	68,813
Penitentiaries .....	23,629	32,990	30,380	30,179
Post Office .....	87,962	106,541	130,942	93,162
Privy Council .....	2,853	6,221	3,686	7,534
Public Printing and Stationery .....	29,432	30,641	42,945	47,141
Public Works .....	44,162	43,368	55,665	58,398
Royal Canadian Mounted Police .....	65,073	73,225	73,870	90,071
Secretary of State .....	6,370	6,790	8,670	8,896
Senate of Canada .....	2,817	2,620	2,936	1,926
Supreme Court .....	838	815	841	783
Trade and Commerce .....	51,085	50,131	59,652	57,148
Transport .....	97,766	114,117	121,074	142,179
Transport Commissioners .....	3,444	2,629	3,417	4,273
Veterans Affairs .....	113,086	108,821	114,774	117,870
Miscellaneous:				
Atomic Energy Control Board .....	159	193	227	276
Atomic Energy of Canada Limited ....	—	—	43	51
Bank of Canada .....	2,606	3,750	7,151	7,934
Board of Broadcasting Governors .....	—	—	498	1,384
British Ministry of Pensions .....	13	22	24	11
Canadian Arsenals Limited .....	85	189	293	126

TABLE 5—Concluded

<i>Department</i>	<i>1956-57</i>	<i>1957-58</i>	<i>1958-59</i>	<i>1959-60</i>
	\$	\$	\$	\$
Canadian Commercial Corporation ....	—	—	1	3
Canadian Maritime Commission .....	258	374	349	451
Central Mortgage and Housing Corporation .....	24	11	—	15
Crown Assets Disposal Corporation ....	2,076	2,569	4,109	6,689
Defence Construction (1951) Ltd. ....	24	29	7	695
National Capital Commission .....	—	19	26	54
National Energy Board .....	—	—	—	2,927
National Parole Board .....	—	—	—	352
Northern Canada Power Commission .....	220	633	746	1,335
Royal Commission on Coal .....	—	—	—	837
Royal Commission on Energy .....	—	314	796	135
Royal Commission on Great Slave Lake ...	—	—	—	79
Royal Commission on Price Spread of Food Products .....	—	917	739	616
Royal Commission on Transportation .....	—	—	—	121
St. Lawrence Seaway Authority .....	8,634	8,422	5,835	13,959
United Kingdom Air Liaison Mission .....	—	1	—	—
United Kingdom Payments Office .....	18	5	—	—
United Kingdom Service Liaison Staff Air	32	—	1	2
	<u>2,332,430</u>	<u>2,674,238</u>	<u>2,656,759</u>	<u>2,685,860</u>

TABLE 6

Value of Office Machine Repairs for Parliament and the  
Departments for the Last Two Fiscal Years

<i>Department</i>	<i>1958-59</i>	<i>1959-60</i>
Agriculture .....	\$ 16,987	\$ 18,536
Archives—Public .....	608	833
Auditor General's Office .....	157	84
Air Transport Board .....	130	80
Board of Broadcast Governors .....	21	35
Board of Grain Commissioners .....	767	672
Canadian Maritime Commission .....	87	82
Chief Electoral Officer .....	42	3
Citizenship and Immigration .....	12,951	15,359
Citizenship and Immigration—Indian Affairs .....	3,639	1,968
Civil Service Commission .....	5,248	4,496
Comptroller of the Treasury .....	34,812	43,577
Defence Production .....	9,194	11,028
Defence Research Board .....	5,723	8,130
Dominion Bureau of Statistics .....	10,074	13,441
Dominion Coal Board .....	108	116
Exchequer Court of Canada .....	91	194



TABLE 6—Concluded

<i>Department</i>	<i>1958-59</i>	<i>1959-60</i>
External Affairs .....	\$ 3,328	\$ 5,618
Farm Credit Corporation .....	241	181
Finance .....	3,877	3,777
Fisheries .....	4,742	5,530
Governor General's Office .....	85	73
House of Commons .....	3,431	3,488
Insurance .....	525	833
International Joint Commission .....	71	72
Justice .....	3,557	3,995
Justice—Penitentiaries .....	2,539	3,034
Labour .....	3,569	4,975
Library of Parliament .....	162	159
Mines and Technical Surveys .....	4,693	6,425
National Defence .....	251,905	259,547
National Film Board .....	2,810	2,927
National Gallery of Canada .....	54	194
National Harbours Board .....	2	3
National Health and Welfare .....	12,366	12,605
National Health and Welfare—Indian Health Services .....	752	886
National Library .....	257	154
National Research Council .....	15	3
National Revenue—Customs and Excise .....	24,590	21,210
National Revenue—Taxation .....	42,942	38,837
Northern Affairs and National Resources .....	5,561	8,330
Post Office .....	22,834	25,463
Privy Council .....	614	615
Public Printing and Stationery .....	14,486	12,647
Public Works .....	8,896	9,958
Royal Canadian Mint .....	117	239
Royal Canadian Mounted Police .....	16,448	21,413
Secretary of State .....	3,627	3,148
Senate of Canada .....	942	713
Supreme Court of Canada .....	264	328
Tariff Board .....	18	116
Trade and Commerce—Administration .....	4,077	4,071
Transport .....	20,732	23,613
Transport Commissioners .....	244	439
Unemployment Insurance Commission .....	20,341	18,873
Veterans Affairs .....	23,212	25,607
Veterans Land Act .....	976	1,140
Miscellaneous—		
Atomic Energy Control Board .....	18	—
Commission for Royal Tour .....	5	25
Royal Commission on Energy .....	—	21
Royal Commission on Price Spread of Food Products .....	—	67
Royal Commission on Transportation .....	—	21
St. Lawrence Seaway Authority .....	382	210
Territorial Government—Yukon Territories .....	—	130
	<u>\$ 610,946</u>	<u>\$ 650,347</u>

TABLE 7

List of Suppliers Receiving Over \$500 for Non-Catalogue Items Purchased by  
Department of Public Printing and Stationery and Paid by the  
Requisitioning Department

<i>Firm</i>	<i>Amount</i>
Acme Carbon & Ribbon Co. Ltd. ....	\$ 20,329
Acton Press Ltd. ....	651
Acousticon Dict. of Canada Ltd. ....	6,149
J. C. Adams Co. Ltd. ....	4,157
Addressograph & Multigraph of Canada Ltd. ....	176,474
Advance Blue Print Co. ....	1,368
The Ahearn & Soper Co. Ltd. ....	617
Alliance Paper Mills Ltd. ....	1,533
Allied Paper Products Ltd. ....	18,431
American Society Testing Materials ....	533
AnSCO of Canada Ltd. ....	17,177
Apeco of Canada Ltd. ....	149,431
A. & R. Armstrong & Co. Reg'd ....	12,705
W. D. Armstrong & Co. Reg'd ....	1,354
Ateliers des Souds Muets ....	3,678
Atlas Carbon & Ribbon Co. Ltd. ....	875
Audograph Canada Ltd. ....	4,935
The Ault & Wiborg Co. of Canada Ltd. ....	1,059
Automatic Electric Sales (Canada Ltd.) ....	598
Atlas Helio Eastern Co. Ltd. ....	54,188
The American Crayon Co. ....	703
Barber-Ellis of Canada Ltd. ....	9,727
H. Barshaw Office Systems & Supplies Ltd. ....	1,803
H. G. Barter & Son ....	35,395
Bathurst Containers Ltd. ....	9,589
B.C. Paper Converters Ltd. ....	49,012
Beattie Foam Rubber Co. ....	526
Bel Cleer Products Co. ....	717
W. J. Bell Paper Co. Ltd. ....	600
Bell & Howell of Canada ....	17,292
Better Packages of Canada Ltd. ....	884
Blanchard's Engineering Supplies ....	3,141
Block & Anderson (Canada Ltd.) ....	135,577
Bostitch—Canada Ltd. ....	4,075
Bradma of Canada Ltd. ....	19,172
Brown Bros. Ltd. ....	96,455
The Charles Bruning Co. Canada Ltd. ....	31,230
The Budge Carbon & Ribbons Ltd. ....	23,477
Buntin Gillies & Co. Ltd. ....	4,524
Buntin Reid Paper (Eastern) Ltd. ....	13,556
Burroughs Adding Machine of Canada Ltd. ....	42,849
The Butler Optical Co. Ltd. ....	5,440
Butterworth & Co. Canada Ltd. ....	536
Calgary Drafting & Blue Print Co. ....	1,057
Camera House ....	1,935
Canada Carbon & Ribbon Co. Ltd. ....	51,195
Canada Decalcomania Co. Ltd. ....	1,162
Canada Envelopes Co. ....	685

TABLE 7—Continued

<i>Firm</i>	<i>Amount</i>
Canada Metal Co. ....	\$ 514
Canada Paper Co. ....	19,168
Canada Printing Ink Co. Ltd. ....	924
Canada Sealing Devices Reg'd ....	1,685
Canada Wire & Cable Co. ....	651
Canadian Blank Book Co. ....	5,196
Canadian Charts & Supplies Ltd. ....	19,840
Canadian Comptometer Ltd. ....	14,999
The Canadian Fairbanks & Morse Co. Ltd. ....	889
Canadian Fine Colors Co. Ltd. ....	4,550
Canadian General Electric Co. Ltd. ....	517
Canadian Kodak Sales Ltd. ....	10,130
Canadian Linotype Ltd. ....	811
Canadian Ribbon Tape Co. Ltd. ....	2,434
Canadian Sorter Graf Co. ....	586
Canadian Staples Ltd. ....	2,119
Canadian Steel Drafting Ltd. ....	1,544
Canadian Technical Tape Ltd. ....	11,130
Capital Carbon & Ribbon Co. Ltd. ....	18,278
Capital Stamp & Stationery Co. Ltd. ....	29,988
Hugh Carson Ltd. ....	1,609
The Carter's Ink Co. of Canada Ltd. ....	1,866
Central Scientific Co. of Canada Ltd. ....	14,671
The Chas. Chapman Co. ....	21,112
Christian Brothers Press ....	629
Christie Chemical Co. ....	4,214
Christie School Supplies Ltd. ....	2,409
Clarke Papers Ltd. ....	1,042
Clarke & Stuart Co. Ltd. ....	9,964
Cleveland Containers Canada Ltd. ....	1,060
Columbia Paper Co. Ltd. ....	1,283
Commercial Litho Plate Graining Ltd. ....	7,399
Compagnie Canadienne de Papeterie Ltée ....	3,380
Compagnie Médicale Scientifique ....	10,859
Computing Devices of Canada Ltd. ....	8,654
Consolidated Paper Sales Ltd. ....	3,471
The Continental Paper Products Ltd. ....	13,873
Copeland-Chatterson Ltd. ....	9,329
Corbeil & Hooke Ltd. ....	5,265
R. L. Crain Ltd. ....	16,478
Crawley Films Ltd. ....	6,245
Curta Calculators of Canada Ltd. ....	1,909
Cutting Ltd. ....	46,146
J. J. Carter Agencies ....	548
Eugene Dahm & Sons ....	830
Davis & Henderson Ltd. ....	1,486
C. F. Dawson Ltd. ....	2,822
W. V. Dawson Ltd. ....	699
Dennison Mfg. Co. of Canada Ltd. ....	5,003
A. B. Dick Co. of Canada Ltd. ....	17,752
Dictaphone Corp. Ltd. ....	47,411
Diebold Inc. ....	3,960
Diehl Calculating Machines of Canada Ltd. ....	16,979



TABLE 7—Continued

<i>Firm</i>	<i>Amount</i>
Di-Noc Chemical Arts (Canada) Ltd. ....	\$ 20,992
Ditto of Canada Ltd. ....	6,143
Dixon Pencil Co. Ltd. ....	7,592
Dominion Blank Book Co. Ltd. ....	10,445
Dominion Envelopes Co. Ltd. ....	2,562
The Dominion Loose Leaf Co. Ltd. ....	26,409
Dominion Microfilms Ltd. ....	24,781
Dominion Tack & Nail Co. Ltd. ....	2,230
Dominion Textile Co. Ltd. ....	1,515
Doon Twine Ltd. ....	183,615
Eugene Doucet Ltd. ....	856
Dougherty Garand Ltd. ....	650
Duford Ltd. ....	5,705
Du Pont Company of Canada (1956) Ltd. ....	2,980
Eagle Pencil Co. of Canada Ltd. ....	6,581
Eastern Gummed Paper Co. Ltd. ....	49,418
Eastward Industries Ltd. ....	18,424
Eberhard Faber Pencil Co. Canada 1955 Ltd. ....	6,038
Econotrol Ltd. ....	49,072
The E. B. Eddy Co. ....	99,143
Thomas A. Edison of Canada Ltd. ....	9,123
Educator Supplies Ltd. ....	1,541
Evans & Kert Ltd. ....	26,067
Exact Weight Scales Co. Ltd. ....	503
Envelope International Ltd. ....	5,183
Gage Envelopes Ltd. ....	9,765
W. J. Gage Ltd. ....	569
Gair Paper Products ....	4,154
General Shipping Equipment Ltd. ....	561
Gestetner (Canada) Ltd. ....	325,887
Globe Envelopes Ltd. ....	10,840
G.M. Plastic Corp. ....	15,264
Grand & Toy Ltd. ....	2,067
Granger Frère Limitée ....	3,246
Graphic Industries Ltd. ....	1,483
Ernest Green & Son Ltd. ....	7,663
Gummed Papers Ltd. ....	2,247
Gage Stationery ....	7,931
Hall Photographic Supply Ltd. ....	19,710
The Haloid Co. of Canada Ltd. ....	3,025
Harris' Seybold Canada Ltd. ....	4,680
Geo. M. Hewitt Co. Ltd. ....	594
J. M. Hill & Son ....	94,057
Hilroy Envelopes & Stationery Ltd. ....	4,613
Hinde & Dauch Paper Co. ....	5,624
W. Hobson & Associates ....	1,337
Jack Hood School Supplies Co. Ltd. ....	10,976
Hughes Owens Co. Ltd. ....	240,136
Hutchings Patrick Ltd. ....	13,745
Hygrade Containers Ltd. ....	9,396
International Business Machines Co. Ltd. ....	300,175
Index Card Ltd. ....	4,474
Instruments Ltd. ....	24,924

TABLE 7—Continued

<i>Firm</i>	<i>Amount</i>
Jacobs & Thompson Ltd. ....	\$ 1,495
Johnson & Johnson Ltd. ....	643
Kelvin & Hughes Canada Ltd. ....	687
Kerr-Ellams Office Appliance Ltd. ....	42,863
Keuffel & Esser of Canada Ltd. ....	60,975
Kilgour's Ltd. ....	6,275
Kitchener Printing Service Co. Ltd. ....	813
The Knowlton Supply Co. ....	1,372
Kores of Canada Ltd. ....	5,078
Kruger Paper Co. Ltd. ....	4,884
Laflamme Frères Enrg. ....	7,178
Lightstone Sales Co. Inc. ....	861
T. B. Little Papers ....	894
London Rubber Stamp Co. Ltd. ....	564
Lowe-Martin Co. Ltd. ....	60,307
The Luckett Loose Leaf Co. Ltd. ....	2,862
MacMillan Office Appliances Co. Ltd. ....	76,772
Magnetic Recording Industries ....	11,377
Maitland Charts Ltd. ....	875
Major Paper Box & Wire Works Ltd. ....	8,890
Manton Printing Inks Ltd. ....	1,406
Marchant Calculators Ltd. ....	29,745
Marking Devices & Equipment ....	910
Martin Paper Products Ltd. ....	571
Gerald Martineau ....	540
Martlin & Lawrie Ltd. ....	5,537
Masson Seely Co. Ltd. ....	847
Mayer Sealing Devices ....	741
The McBee Company Ltd. ....	16,559
A. J. McRae & Son ....	1,463
McDougall Microfilms Ltd. ....	2,637
McFarlane Son & Hodgson (Ltd.) ....	55,895
McGarvey Agencies Ltd. ....	1,649
McGraw Hill Co. of Canada ....	542
Microfilm Recording Co. ....	656
Mid City Ribbon & Carbon Mfg. Ltd. ....	15,484
Mid West Paper Ltd. ....	7,442
Minnesota Mining & Manufacturing of Canada Ltd. ....	122,192
Mitchell Houghton Co. Ltd. ....	1,177
Monroe Calculating Machine Co. of Canada Ltd. ....	32,806
Montreal Envelopes Co. Ltd. ....	3,232
Montreal Stencil Works Co. ....	1,411
A. R. Monteith Ltd. ....	514
Moore Business Forms Ltd. ....	3,149
Moore Type Foundry ....	562
Moulded Fibre Ltd. ....	608
Moyer School Supplies Ltd. ....	28,833
N. Martineau & Fils ....	559
Muirhead Instruments Ltd. ....	141,991
Multiplex Display Fixture Co. ....	2,099
Munn Envelopes Ltd. ....	7,447
Mystic Tape Sales (Canada) Ltd. ....	1,014
National Cash Register Co. ....	85,567

TABLE 7—Continued

<i>Firm</i>	<i>Amount</i>
National Drug & Chemical Co. ....	\$ 510
National Paper Goods Ltd. ....	9,166
John Neville Paper Co. ....	10,925
Norcal Reproductions & Engineering Supplies Ltd. ....	4,472
Northern Drafting & Blueprint Co. ....	3,090
Northern Electric Co. Ltd. ....	792
Northern Products Ltd. ....	6,328
North Rite Limited ....	15,539
Office Appliances Ltd. ....	159,728
The Office Specialty Mfg. Co. Ltd. ....	104,247
Ottawa Paper Box Co. Ltd. ....	7,761
Ottawa Rubber Stamp & Engraving Ltd. ....	4,936
Ottawa Typewriter Co. Ltd. ....	147,018
Oxford School Supplies Co. ....	914
Paper Sales Ltd. ....	1,539
Paragon-Revolute (Canada) Ltd. ....	3,638
Peerless Carbon & Ribbon Co. Ltd. ....	57,510
Pembroke Shook Mills Ltd. ....	11,761
Photographic Stores Ltd. ....	126,235
Photostat Corp. ....	56,713
Pickett Sales Co. (Canada) ....	2,030
Pioneer Envelopes Ltd. ....	913
Pitney-Bowes of Canada Ltd. ....	39,904
Plan Filing Systems Co. ....	855
Polaroid Corporation of Canada ....	2,244
Polyethelene Bag Mfg. Co. Ltd. ....	654
J. E. Poole & Co. ....	956
H. H. Popham & Co. Ltd. ....	6,476
The Powis Bros. ....	7,064
John C. Preston Ltd. ....	38,191
Preston Microfilming Services Ltd. ....	5,103
Print-O-Tape Ltd. ....	530
Pritchard & Andrews Co. of Ottawa Ltd. ....	20,589
Provincial Envelopes Co. of Canada ....	671
Provincial Paper Ltd. ....	14,230
Psychological Corporation ....	568
Public Archives ....	917
Randmar Platens & Parts Ltd. ....	900
Rassov & Sandqvist Scandinavian Imports ....	1,188
Recordak Division ....	18,421
Remington Rand Ltd. ....	206,308
Renouf Publishing Co. Ltd. ....	1,053
La Co. J. B. Rolland & Fils ....	4,302
Rolland Paper Co. Ltd. ....	36,193
Ronso Company of Canada Ltd. ....	37,833
Royal Typewriter Co. Ltd. ....	1,386
Rutherford Agencies ....	558
Savoy's Continuous Forms Ltd. ....	2,703
Schofield Paper Co. Ltd. ....	1,248
Scott's Paint & Supplies Ltd. ....	4,330
Scripto of Canada Ltd. ....	2,382
Wm. Scully Limited ....	1,062
Sears Ltd. ....	9,423



TABLE 7—Concluded

<i>Firm</i>	<i>Amount</i>
Seeley Systems of Canada Ltd. ....	\$ 43,346
Shannon Systems .....	4,764
Showcard Machine Co. ....	711
Sinclair & Valentine Co. of Canada Ltd. ....	556
Howard Smith Paper Mills Ltd. ....	100,282
Snelling Paper Sales Ltd. ....	1,660
Spencer & McMullen Ltd. ....	587
Staerber Baker Limited .....	910
Standard Microfilming Co. Ltd. ....	1,023
Standard Paper Box Mfg. Ltd. ....	5,934
Standard Sticker & Label Co. Ltd. ....	20,346
Sterling Marking Products Ltd. ....	5,068
St. Lawrence Corp. Limited .....	3,736
Geo. M. Stewart Limited .....	1,568
Stone Straw Corp. of Canada Ltd. ....	79,432
Superior Envelopes Ltd. ....	5,012
Surveying & Drawing Supply Co. Ltd. ....	5,003
Swift Canadian Co. Ltd. ....	804
E. G. Thomas & Son Ltd. ....	5,411
Toledo Scale Co. of Canada Ltd. ....	1,800
Toronto Envelope Co. Ltd. ....	4,685
Toronto Type Foundry Co. Ltd. ....	6,609
Tower Production Ltd. ....	33,062
Travers Aprons Ltd. ....	890
J. G. Trottier .....	5,516
Underwood Ltd. ....	125,192
United Stationery Co. Ltd. ....	3,970
Universal Business Machine Inc. ....	18,600
Earl Valley Limited .....	9,375
Varityper Corp. of Canada Ltd. ....	9,718
Venus Pencil Co. Ltd. ....	36,789
Victor Adding Machine Co. (Canada) Ltd. ....	77,962
Victoria Paper Co. Ltd. ....	3,455
Villemaire Frère Ltd. ....	1,930
Visirecord of Canada Ltd. ....	5,930
Vue-Craft Products Ltd. ....	5,147
Norman Wade Co. Ltd. ....	36,116
Westhill Stationers .....	5,779
Wilson Jones Co. Ltd. (Canada) ....	20,770
J. C. Wilson Ltd. ....	2,966
The Willson Stationery Co. Ltd. ....	2,440
Winnipeg Envelope Co. ....	606
The Wright Line of Canada Ltd. ....	52,696
	<hr/>
	\$6,005,190
Accounts of less than \$500.00 each .....	47,158
	<hr/>
Total .....	\$6,052,348
	<hr/>

TABLE 8  
Details of Ordinary Revenue

	1960	1959
<i>Canada Gazette:</i>		
Subscriptions .....	\$ 15,151	\$ 15,248
Advertising and Extra Copies .....	107,019	93,836
	<u>\$ 122,170</u>	<u>\$ 109,084</u>
Sales of Publications		
Parliament and Departments .....	\$ 110,353	\$ 101,315
Public .....	860,611	812,608
Annual Statutes .....	15,308	19,285
Revised Statutes .....	2,205	1,395
	<u>\$ 988,477</u>	<u>\$ 934,603</u>
Refunds of Previous Years' Expenditure .....	\$ 144	\$ 706
Miscellaneous .....	9,733	2,294
Queen's Printer's Advance		
Excess of Revenue over Expenditure .....	180,187	102,481
	<u>\$1,300,711</u>	<u>\$1,149,168</u>

TABLE 9  
Authorized Free Distribution of the Annual Statutes of  
Canada for 1959

	<i>English</i>	<i>French</i>
Office of the Governor General of Canada (bound in half-calf)	1	.....
Office of the Speaker of the House of Commons .....	1	.....
Office of the Speaker of the Senate .....	1	1
Office of each member of the Government of Canada .....	24	33
Office of the Leader of the Opposition .....	1	.....
Members of the House of Commons and Members of the Senate	306	160
Members of Provincial Governments and elected members of the Yukon and Northwest Territorial Councils .....	111	21
Officials of Provincial Governments and of the Yukon and Northwest Territorial Councils .....	573	231
Members of the Judiciary of Canada .....	806	198
Officials of the Senate, of the House of Commons and of the various departments of the Government of Canada .....	329	61
Library of Parliament and the National Library .....	11	7
Provincial legislative, university, law faculty college and public libraries in Canada .....	179	77
Canadian Embassies and Consular posts, Canadian Trade Com- missioners, United Nations, Members of and officers of the governments of countries other than Canada, universities and other institutions therein, if in the opinion of the Queen's Printer it is in the public interest .....	145	20
	<u>2,489</u>	<u>809</u>

NOTE: At the end of the year, 1,380 English and 491 French subscriptions to Canada Gazette Part II were being sent free of charge to those officials listed above entitled to and who requested such complimentary service.

## Financial Operations Results

### EXPLANATORY NOTES

The following observations relate to the consolidated financial statements, Tables 10, 11, 12 and 13:

1. In 1959, cost of Direct Materials necessary to produce Stationery Revenue was \$2,603,517, resulting in a net excess of \$53,242. In 1960, cost of Direct Materials required to yield a revenue of \$2,685,860 was \$2,667,242. This reflects a net excess of \$18,618. All other expenditures incurred in the handling of stationery items are not included in this statement as funds are provided by Parliament through an appropriation.
2. The net excess of Revenue over Expenditure from printing production was in 1959, \$93,443. In 1960, this excess of revenue amounts to \$161,569.
3. Revenue derived from various Departments for work contracted outside is identical to purchase cost. This, though, includes an amount of \$67,102 for paper and art work supplied by this Department on outside work. In 1959, this represented a total sum of \$67,433.
4. Any excess of Revenue over Expenditure are remitted as of March 31, 1960, to the Receiver General of Canada in order that the Queen's Printer's Advance Account does not exceed \$4,000,000. This explains therefore the exclusion of this excess in the Balance sheet.
5. Under operating expenditure, this excludes any fixed items such as rent, heat, property tax and depreciation. As the Department of Public Works is the owner of Government buildings, cost for rent, heat and tax is provided from its Estimates. In so far as depreciation on equipment, this is computed for statistical purposes as a guide for replacement only. Funds for purchase of equipment are provided by Parliament from an Appropriation.
6. Included in the printing sales for main plant and field units are sales of a miscellaneous nature of \$46,494 and \$278,751 respectively. These sales usually consist of printing supplies issued to other departments. In addition, the field units also dispensed on a small scale stationery items as requested.
7. Under Direct Labour, this represents the prevailing rate wages including accrued for employees engaged in the printing operations. Under Operating Expenditure, an amount of \$1,188,974 is included for salaried employees though some of these are assigned to productive operations.
8. Inventories listed herewith are those paid from the Queen's Printer's Advance Account and recovered through the various revenues. All inventories are valued at standard other than Maintenance Stores, Main and Sub-Stores of Typewriter, Drums and Containers and Material Returns, claims. The first two are valued at the average price method while the remainder are based at actual.
9. No sales are being recorded for office machine repairs as this service is paid from appropriations for this purpose.



TABLE 10

## Statement of Queen's Printer's Advance as at March 31, 1960

	1960	1959
<b>CURRENT ASSETS:</b>		
Funds available from Receiver General .....	\$1,369,943	\$ 848,197
Accounts Receivable .....	121,429	84,365
Inventories .....	2,570,912	3,084,393
	<u>\$4,062,284</u>	<u>\$4,016,955</u>
<i>Deduct:</i>		
<b>CURRENT LIABILITIES:</b>		
Accounts Payable .....	\$ 21,795	\$ 8,075
Accrued Wages .....	40,489	8,880
	<u>\$ 62,284</u>	<u>\$ 16,955</u>
<b>QUEEN'S PRINTER'S ADVANCE .....</b>	<u>\$4,000,000</u>	<u>\$4,000,000</u>

TABLE 11

Consolidated Statement of Revenue and Expenditure  
for the Year Ended March 31, 1960

	1960	1959
<b>REVENUE:</b>		
Printing—Main Plant .....	\$ 7,091,070	\$ 6,734,045
Printing—Field Units .....	2,720,514	2,388,669
Printing—Contracts .....	5,709,931	5,531,906
Stationery Sales .....	2,685,860	2,656,759
	<u>\$18,207,375</u>	<u>\$17,311,379</u>
<i>Deduct:</i>		
<b>EXPENDITURES:</b>		
Direct Materials .....	\$ 6,128,790	\$ 5,875,566
Direct Labour .....	4,513,053	4,379,037
Operating Expenditures .....	1,437,796	1,293,015
Cost of Printing Contracts .....	5,709,931	5,531,906
Decrease in Work-in-Process .....	237,618	85,170
	<u>\$18,027,188</u>	<u>\$17,164,694</u>
<b>EXCESS OF REVENUE OVER EXPENDITURE .....</b>	<u>\$ 180,187</u>	<u>\$ 146,685</u>

TABLE 12  
Inventories as at March 31, 1960

	1960	1959
<b>PRINTING OPERATIONS</b>		
Printing—Work-in-Process .....	\$ 333,296	\$ 570,914
Paper Stores .....	470,021	685,097
Printing Material Sub-Stores .....	322,947	321,645
Printing Units Sub-Stores .....	343,268	361,713
Maintenance Stores .....	200,480	185,574
Stores Condemnation .....	26,668	20,534
Material Returns, Claims .....	1,380	112
Consignment .....	20,737	21,433
Drums and Containers .....	785	672
Postage Meter .....	2,306	1,778
	<u>\$1,721,888</u>	<u>\$2,169,472</u>
<b>STATIONERY OPERATIONS</b>		
Main Stores .....	\$ 711,448	\$ 803,161
Material Returns, Claims .....	17	93
Consignment .....	28,990	—
	<u>\$ 740,455</u>	<u>\$ 803,254</u>
<b>TYPEWRITER AND OFFICE MACHINE OPERATIONS</b>		
Main, Sub-Stores .....	\$ 108,569	\$ 111,667
<b>DEPARTMENTAL OPERATIONS</b> .....	<u>\$2,570,912</u>	<u>\$3,084,393</u>

TABLE 13  
Details of Expenditures by Votes

	1960	1959	1960 Lapsed
<b>Departmental Administration</b>			
Salaries and Wages .....	\$ 539,207	\$ 522,041	\$14,183
Travelling Expenses .....	3,140	3,628	255
Postage .....	206	191	44
Telephones and Telegrams .....	1,082	206	98
Publication of Departmental Reports and other Material .....	2,427	2,799	3
Office Stationery, Supplies and Equipment .....	94,095	83,797	5
Material and Supplies .....	1,279	1,825	121
Repairs and Upkeep of Equipment .....	4,499	1,147	1
Unemployment Insurance Contributions and other Personal Benefits .....	61	92	39
Sundries .....	1,486	1,664	364
	<u>\$ 647,482</u>	<u>\$ 617,390</u>	<u>\$15,113</u>
Less—Estimated Revenue from Department of Finance for Services Rendered .....	6,000	.....	.....
	<u>\$ 641,482</u>	<u>\$ 617,390</u>	<u>\$15,113</u>

TABLE 13—Concluded

	1960	1959	1960 Lapsed
<b>Purchasing, Stationery and Stores</b>			
Salaries and Wages .....	\$ 565,393	\$ 554,221	\$ 6,971
Professional and Special Services .....	18	14	112
Travelling Expenses .....	8,715	7,761	1,035
Freight, Express and Cartage .....	131,542	116,533	3,658
Postage .....	7,127	7,338	2,073
Telephones and Telegrams .....	3,813	3,353	387
Repairs to Office Equipment and Acquisition of Spare Parts .....	404,198	369,081	2
Office Stationery Supplies and Equipment .....	17,027	14,977	413
Materials and Supplies .....	6,969	10,933	1,346
Repairs and Upkeep of Equipment .....	5,990	1,949	10
Municipal or Public Utility Services .....	668	737	532
Unemployment Insurance Contributions and other Personal Benefits .....	537	855	463
Sundries .....	133	137	567
	<u>\$1,152,130</u>	<u>\$1,087,889</u>	<u>\$17,569</u>
<b>Distribution of Official Documents</b>			
Salaries and Wages .....	\$ 310,536	\$ 292,313	\$ 1,705
Travelling Expenses .....	1,145	700	55
Freight, Express and Cartage .....	18,998	14,861	2
Postage .....	28,796	25,764	204
Telephones and Telegrams .....	260	338	40
Advertising .....	32,734	26,448	566
Office Stationery, Supplies and Equipment .....	19,353	28,772	351
Material and Supplies .....	16,639	15,748	361
Sundries .....	383	654	117
	<u>\$ 428,844</u>	<u>\$ 405,598</u>	<u>\$ 3,401</u>
<b>Printing and Binding of Official Publications for Sale and Distributions to Departments and the Public</b>			
Printing Queen's Printer share of the Cost of publications distributed free in accordance with the official list approved by the Governor in Council .....	\$ 47,036	\$ 43,114	\$ 2,964
Printing, etc. for sales .....	641,866	637,865	8,134
	<u>\$ 688,902</u>	<u>\$ 680,979</u>	<u>\$11,098</u>
<b>Printing of the Canada Gazette</b>			
Printing .....	\$ 130,820	\$ 156,041	\$ 180
<b>Printing and Binding the Annual Statutes</b>			
Printing and Binding .....	\$ 45,274	\$ 34,999	\$ 2,726
<b>Plant Equipment and Replacements</b>			
Acquisition or Construction of Equipment— Main Plant .....	\$ 176,668	\$ 306,354	\$15,224
Acquisition or Construction of Equipment— Printing Units .....	169,350	127,518	1,469
Repairs and Upkeep .....	32,569	20,086	2,431
	<u>\$ 378,587</u>	<u>\$ 453,958</u>	<u>\$19,124</u>









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